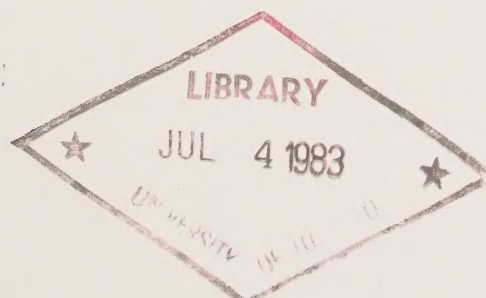


Access to Information Act

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GENERAL INFORMATION

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Access to Information

Outline of the Act

Section	Subject	Explanation
1-2	Title & purpose	Gives a general statement of the intent of the Act.
3	Interpretation	Gives definitions of key terms.
4	Application	States who has the right of access.
5	Publications	Requires the publication of the Access Register and a bulletin.
6-10	Access requests	Specifies the form requests are to be in; the time limits for response; the basis for extension of time limits; the basis for transferring a request; and, the form that refusal of access is to take.
11	Fees	Stipulates the upper limit for the application fee; the other costs which are collectible; and, provides for the waiver of fees at the discretion of the head.
12	Granting access (translation)	Provides for method of giving access and the language it is to be given in.
13-24	Exemptions	<p>Gives the grounds upon which access can be denied; whether they are mandatory or discretionary; and, any exceptions to them. The exemptions are:</p> <ul style="list-style-type: none"> 13. information obtained in confidence from other governments 14. federal provincial affairs 15. international affairs and defence 16. law enforcement and investigations 17. safety of individuals 18. economic interests of Canada 19. personal information 20. third party information 21. advice 22. testing procedures and audits 23. solicitor-client privilege 24. statutory prohibitions.
25	Severability	Requires the disclosure of non-exempt parts of records.

Section	Subject	Explanation
26	Material to be published	Provides for refusal of disclosure for material which will be published.
27	Transitional provision	Allows refusal of disclosure of older records over a 3 year transition period.
28-29	Third party interventions	Requires institutions to notify third parties of intention to disclose and allows third parties to make representations to the head.
30-31	Complaints to the Information Commissioner	Specifies the grounds for complaints and the form they can take.
32-40	Activities of the Information Commissioner	Provides for the investigation of complaints by the Commissioner; specifies the form of reporting on findings and recommendations; requires the Commissioner to make annual reports to Parliament; and, allows the Commissioner to make special reports.
41-53	Review by the Federal Court	Sets out the conditions under which a person or a third party can apply for review by the Court; stipulates who may appear as a party to the review; lays the burden of proof on the government institution; and, specifies the nature of the order of the Court in specific circumstances.
54-66	Office of the Information Commissioner	Permits the appointment of an Information Commissioner and establishes the Office of the Information Commissioner.
67	Offences	Creates an offence for any person obstructing the Information Commissioner in the performance of his or her duties.
68-69	Exclusions	Excludes certain material from the application of this Act including confidences of the Queen's Privy Council for Canada.
70	Designated Minister	Sets out the duties and functions of the designated Minister.
71-73	Administrative procedures	Requires institutions to create reading rooms for manuals; requires institutions to report annually to Parliament; and, permits the head to delegate authority.

Section	Subject	Explanation
74	Protection	Provides protection from civil proceedings or from prosecution for the head or duly authorized persons.
75	Review by Parliament	Requires Parliament to review the Act after three years.
76	Binding on the Crown	Makes the Act binding on Her Majesty in right of Canada.
77	Regulations	Gives the power to make regulations and amend Schedule I.

Access to Information

Introduction

What is the Access to Information Act?

The Access to Information Act is the law that gives any Canadian citizen or permanent resident of Canada the right to examine or obtain copies of records of a federal government institution except in limited and specific circumstances.

How is this different from before?

Prior to the Act being in place you did not have a right to information contained in federal government records, although you might have been provided with information on a voluntary basis. Now, if you request information and it is not exempted or excluded, the government institution must provide you with access to it. The burden of proving that information is exempt rests with the institution.

When should I use the Access to Information Act to obtain information?

You should use the Act to obtain information when you believe the information is contained in government records and is not available to you through the published material of an institution, when an informal request has not secured the information you wanted, or when you want to exercise your legal right for whatever reason. Many government institutions operate extensive information services such as libraries, public affairs offices and regional information centres whose major purpose is to provide information to the public free of charge. These services will continue to operate and do not necessitate the use of the Access to Information Act.

Can anybody get information under the Act?

You have a right to access to government records if you are a Canadian citizen or a permanent resident of Canada.

What information can I get?

The Act gives you access to information contained in federal government records. These records come in many forms and include letters, memos, reports, photographs, films, microfilms, and computerized data. The government has developed an Access Register which contains descriptions of government records, their probable location and other information which will likely assist you in identifying precisely which records you wish to see.

What information can't I get?

There are two sets of conditions that limit your right to obtain information by using the Act: exemptions and exclusions.

The Act lists a number of exemptions which are intended to provide protection for particular kinds of information, the release of which could cause an identifiable harm or would be contrary to the law. These exemptions protect such information as information on national security or trade secrets.

In addition, certain information is excluded from the scope of the Act. This includes material which is already available to the public, such as publications and library or museum material, and material which is directly connected with the operation of Cabinet, such as Cabinet documents and minutes or records of decision. And finally, the Act cannot give you access to records which are outside the control of the federal government, such as records maintained by provincial or municipal governments or by private institutions such as banks and credit bureaus.

How do I get access?

The Access Register and Access Request Forms are located in public libraries and government information offices in major population centres and in some 2,000 postal stations in rural areas. They contain detailed instructions on how to identify, as precisely as possible, the information you are looking for, how to get assistance, if necessary, and how to apply for access. If you are not able to consult an Access Register or fill out a form you may write directly to the appropriate government institution clearly stating that you are requesting information under the Access to Information Act.

Is there anybody who can help me?

You can contact the Access Co-ordinator of the appropriate department, either in person, by telephone, or by letter. (All Access Co-ordinators are listed in the Access Register.) The Co-ordinator will assist you, at no charge, in identifying the records you wish to see. If you ask for assistance by letter, include as much information as you can to identify the records you are looking for, and ensure that you provide sufficient information to enable an official to send you a reply.

Will it cost anything?

There is an application fee of \$5 which must be submitted with your request. You also have to pay for time in excess of five (5) hours spent in processing your request, as well as for any copying and computer processing time. If the costs are considerable you will be notified before they are incurred, and you may be asked to make a deposit.

How long will it take?

The government institution has 30 days to respond to your request. If the request is for a large number of records or is complicated, the institution can extend the time limit but it must inform you that it has done so.

What can I do if I'm not satisfied?

The government has established the Office of the Information Commissioner to deal with complaints about the operation of the Act. You have the right to complain to the Commissioner if you believe you were wrongly denied access to information, or if the response took too long, or cost too much. If, after complaining to the Information Commissioner, you are still unable to get access to the information you want you may then take your case to the Federal Court.

How can I be sure that personal information about me is not released to anyone else?

The Access to Information Act prohibits disclosure of records that contain personal information unless the individual to whom it relates has consented to disclosure, or the information is already publicly available, or the disclosure is in accordance with conditions set out in the Privacy Act. For more information on the protection and disclosure of personal information please read the brochure on the Privacy Act.

How is the government going to handle all this and make sure it works?

Each institution is responsible for implementing the legislation. This entails providing a description of their records for inclusion in the Access Register, designating an officer to act as Access Co-ordinator, establishing facilities for the review of manuals and documents, and processing access requests. The head of every government institution is required to submit an annual report to Parliament on the administration of the Act. A list of the names and addresses of all institutions covered by the Act is available on request.



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<https://archive.org/details/31761120634134>

Access to Information

Exemptions

The Access to Information Act contains clauses that make some information exempt from access. Each of these exemptions is intended to prevent the release of information which could cause an identifiable harm or would be contrary to law.

The exemptions can be mandatory or discretionary. A mandatory exemption means any information coming under the exemption must be withheld. In the case of a discretionary exemption, the head of a government institution has discretion in deciding whether or not records should be disclosed even if they contain information which may technically qualify for exemption.

The Act also provides for "severability". This provision means that a record, as a whole, cannot be exempted from access just because some part of it contains exempt information. The government institution is obliged to disclose as much information as can reasonably be severed from the exempt portion.

Mandatory Exemptions

- information obtained in confidence from foreign, provincial or municipal governments or their institutions or organizations (Section 13);
- confidential information obtained by the RCMP in performing police services for a municipality or province (Subsection 16(3));
- personal information (Section 19);
- information supplied by outside sources, e.g. trade secrets of industry or business, which could adversely affect their operations, their competitive, financial, or negotiating positions (Section 20); or
- information covered by confidentiality clauses in existing statutes, e.g. Section 241 of the Income Tax Act (Section 24).

Discretionary Exemptions

- information which could injure the conduct of federal/provincial affairs if released (Section 14);
- information which could injure the conduct of international affairs, the defence of Canada or her allies, or the detection, suppression or prevention of subversive or hostile activities if released (Section 15);
- information obtained in the course of a lawful investigation, information on investigative techniques, information injurious to law enforcement or the security of penal institutions (Subsection 16(1));
- information expected to facilitate the commission of an offence (Subsection 16(2));
- information which could threaten the safety of individuals if released (Section 17);
- trade secrets or financial, commercial, technical, or scientifically valuable information belonging to the government (paragraph 18(a));.
- information which could prejudice the competitive position of a government institution if released (paragraph 18(b));
- scientific or technical research information which could deprive a government employee of priority of publication if released (paragraph 18(c));
- information which could, if released, injure the financial interests of the government, or its ability to manage the economy, or result in an undue benefit to any person (paragraph 18(d));
- advice or recommendations developed by or for an institution or a Minister, accounts of consultations or deliberations between officials and a Minister or his staff, negotiating plans or positions, unimplemented personnel management and administrative plans (Section 21);
- information which would prejudice the use or result of tests or audits if released (Section 22); or
- information protected by solicitor-client privilege, e.g. legal advice, (Section 23).

The above list provides a plain language description of information exempted from the right of access under the Access to Information Act. It is for your general guidance only. For the precise wording of the exemptions and any exceptions to them, please refer to the sections of the Act shown in brackets after each exemption.

If you believe that records you have requested have been wrongly exempted from disclosure, you may lodge a complaint with the Information Commissioner. If following an investigation by the Information Commissioner you are still not satisfied, you may complain to the Federal Court.

Access to Information

Fees

There is an application of fee of \$5 payable at the time the request is made.

The Act also allows the government to prescribe certain other fees for providing information under the Act. However, the majority of straightforward requests for information will probably cost the requestor nothing more than the application fee since there is no charge for:

- a) obtaining copies of records which contain information about yourself;
- b) the first 5 hours needed by staff to search for and retrieve a record;
- c) most costs less than \$25.00;
- d) postage and handling;
- e) examining a record instead of receiving a copy of a document;
- f) time taken by staff to review a document in order to decide whether or not it will be released; or
- g) any overhead costs.

In the case of complex requests or requests for large amounts of material there may be additional charges when the actual costs exceed the \$25.00 limit.

These charges are:

- a) search and preparation fees of \$2.50 per quarter hour per person for time spent over the initial free 5 hours;
- b) reproduction fees of:

photocopying	25¢ per page
microfiche duplication	40¢ per fiche
16mm microfilm duplication	\$12 per roll
35mm microfilm duplication	\$14 per roll
microform to paper	25¢ per page
magnetic tape-to-tape duplication	\$25 per roll;

- c) fees for the production of records from computers of \$16.50 per minute for computer time and all locally attached devices and \$5 per quarter hour per person for programming time when hard-copy records do not already exist.

The head of the institution can waive or reduce any or all fees which would normally be payable when, for instance, the information requested is normally provided without charge or when it is considered to be in the public interest to do so.

Access to Information

Complaints

The Access to Information Act contains provisions for making complaints regarding the operation of the Act to the Information Commissioner.

However, it is hoped that most problems can be resolved through discussions between officials and the applicant. It is important therefore, to ensure, through discussion if necessary, that:

- (a) the government institution properly understands the nature and extent of the request; and
- (b) the applicant is aware of all the time and cost implications of his/her request.

While this approach will cover most situations, there will inevitably be some where an informal resolution of the differences is not possible and the applicant will complain to the Information Commissioner about some aspect of the request.

Grounds for Complaints

Under the Access to Information Act, a person may complain to the Information Commissioner on the following grounds:

- (a) access to a record, in whole or in part, has been denied;
- (b) a fee that the person considers unreasonable has been required;
- (c) the person considers that the time limit for complying with a request for access has been unreasonably extended;
- (d) the person was not given access in the official language of his/her choice or was not given access in that language within an appropriate period;
- (e) the person is dissatisfied with the Access Register or any other publication relating to Access; or
- (f) a person wishes to complain about any other matter relating to requesting or obtaining access under the Act.

Process

There are a number of specific steps that take place in handling a complaint. These are:

1. The complainant (or a representative - e.g. a lawyer) makes a complaint in writing to the Information Commissioner (within one year if the complaint relates to an access request).
2. The Information Commissioner investigates the complaint using the powers conferred upon him or her by the Act (e.g. power to summon persons, to examine records, etc.). During the investigation the Commissioner must hear representations from any of the parties involved in the complaint, including any third party where that person or organization has an interest in the disclosure or restriction of the information.
3. If the Commissioner finds that the complaint is justified, he/she reports the findings of the investigation and any appropriate recommendation to the institution. The Commissioner can request that the institution give him/her notice within a specified time of any action to be taken to implement the recommendations or reasons why it won't be taken. The Commissioner also informs the complainant of the findings, as well as any third parties who may be involved.

Appeal to the Federal Court

If the Commissioner does not find the complaint about the denial of access to a record to be valid and the complainant is dissatisfied with this decision, he/she may take the case to the Federal Court within 45 days after receiving the Commissioner's report. The complainant may also take the case to the Court if the Commissioner has recommended that the government institution disclose the information and the institution, which is not bound to act according to the recommendation of the Commissioner, still refuses. It is not possible, however, to appeal any of the other grounds for complaint to the Court. In those cases the complainant has no further recourse if the Commissioner decides against him or her.

The Information Commissioner can be contacted at:

The Office of the Information Commissioner
Ottawa, Ontario
K1A 1H3

Telephone: (613) 995-2410

Access to Information

Confidential Business Information

The Access to Information Act contains a provision for exempting certain types of third party * information from access. Specifically, the government must not disclose to an applicant;

- (a) trade secrets of a third party;
- (b) confidential information of a financial, commercial, scientific or technical nature supplied by a third party;
- (c) information which, if released, could result in material financial loss or gain to or could prejudice the competitive position of a third party; or
- (d) information which, if released, could interfere with contractual or other negotiations of a third party.

The exceptions to the exemption are:

- (i) the government cannot refuse to disclose the results of product or environmental testing unless the testing was done as a service and for a fee;
- (ii) the third party consents to disclosure; or
- (iii) the disclosure would be in the public interest as it relates to public health, public safety or the protection of the environment.

This exemption and the exceptions protect the information of third parties while recognizing the existence of the public interest in knowing some of that information. It requires that government institutions balance the potential injury to the third party against the public interest for disclosure. The Act ensures that both the applicant and third parties have the opportunity to present their views by establishing a system of notifications and appeals at each stage of the access procedure.

Requests

When an institution has received an access request for third party information and the institution, upon weighing the rights of the third party for confidential treatment against the public interest in

*Third party is defined as any person, group of persons or organization other than the requestor or a government institution.

access, decides that it will release the information, it must notify the third party that it intends to disclose the information. The third party has 20 days in which to make representations to the head of the institution as to why the information should not be disclosed. If the institution decides, after hearing the representations, to disclose the information, it must inform the third party of this decision. It cannot, however, release the record to the applicant until the third party has been given an opportunity to appeal this decision to the Federal Court if they so choose.

Complaints

If the institution has received a request for third party information and decides not to release the information, the applicant can complain to the Information Commissioner. The Information Commissioner must notify the institution that he/she has received a complaint. As soon as the institution learns that a complaint involving third party information has been made, it must advise the Information Commissioner of the existence of any third party. The Information Commissioner must give the third party a chance to make representations if they so choose. If the Information Commissioner recommends that the information be disclosed and the head of the institution decides to comply with the recommendation, the head must notify the third party before doing so and must not release the information until the third party has had an opportunity to appeal to the Federal Court.

Court Review

If an institution notifies a third party, after that party has made representations to the institution, that it intends to release information and the third party believes this information should be exempt, the third party has 20 days to apply to the Court for a review of the matter. If an applicant is appealing to the Court a decision by the institution to exempt third party information, the head of the institution must notify the third party that the appeal has been made. The third party can appear as a party to the Court review of the matter.

Access to Information

Federal Employees Responsibilities

The Access to Information Act introduces three new basic principles into the relationship between government and the public:

- (a) the public has a legal right of access to information in government records;
- (b) the government may refuse to grant access but its authority to do so is limited to the circumstances described in the Act as exemptions;
- (c) any decision by a government institution to refuse access to information can be reviewed by the Information Commissioner and, ultimately, by the Federal Court.

The Access to Information Act is intended to complement, not replace, existing procedures for the dissemination of government information. The public will be encouraged to use these informal channels to obtain information; however, there will be circumstances when the informal procedures do not produce the required information or the applicant simply wishes to exercise his or her right. In cases such as these the request will be made and responded to according to the provisions of the Access to Information Act and will involve certain responsibilities for the government institution, its managers and employees.

Access Co-ordinator

Each Department and agency has appointed an official to coordinate the implementation of the Act. This official, called the Access to Information Co-ordinator, is key to the operation of the Act and is responsible for:

- informing other employees of the provisions of the Act and instructing them in the procedures to be used in responding to access requests;
- receiving and tracking requests by ensuring that adequate records are kept, fees paid and deadlines met;
- referring the request to the appropriate manager for review and evaluation if necessary;

- coordinating inter-departmental consultation when necessary;
- ensuring that applicants and third parties are notified as required; and
- ensuring that proper authorization of disclosure is obtained before any documents are released.

Managers

Managers of programs or functions may, from time to time, have responsibilities in relation to the Act. These are:

- locating records in their program or function area that are required to fulfil a request;
- reviewing the records for exempt information and recommending its disclosure or non-disclosure as the case may be; and
- notifying the Access to Information Co-ordinator of any Access to Information requests that are received directly from the public.

All Employees

In addition to managers, all employees have responsibilities relating to the Act. Their primary responsibility is to ensure that all programs are documented and that all relevant material is maintained on files which can be accessed by other employees, so that all potential documents can be reviewed when responding to a request. Managers may ask some employees to identify potential information to respond to a request and to carry out reviews for exempt material.

Reading Rooms

The Act calls for the establishment, within two years, of facilities where the public may inspect any manuals used by employees of the institution in administering or carrying out programs or activities. These facilities, referred to as Reading Rooms, can most logically be placed in units, such as a library, which are already geared for service to the public. At the same time, the Reading Rooms can encourage informal access to government information as well as providing assistance in seeking formal access.

Senior Management

The head of a government institution bears the ultimate responsibility for decisions arising out of implementation of the Act.

However, many responsibilities are delegated to designated managers within the institution. These are:

- ensuring that the entry in the Access Register is accurate and up to date;
- ensuring that the records management system is comprehensive and accessible;
- establishing systems and procedures for dealing with access requests efficiently and effectively;
- developing departmental policies for dealing with specific kinds of records; and
- deciding on the disclosure or non-disclosure of information that is technically exempt taking into account the recommendation of the manager.

In addition to the above responsibilities, the Act contains two provisions which are important to federal employees. The first of these is that "No person shall obstruct the Information Commissioner or any person acting on behalf or under the direction of the Commissioner in the performance of the Commissioner's duties and functions under the Act." This means that all employees are obliged to co-operate with the Office of the Information Commissioner in carrying out any investigation they are undertaking.

The second provision is that civil or criminal proceedings cannot be taken against an employee of an institution "for the disclosure in good faith of any record or any part of a record pursuant to this Act or for any consequences that flow from such disclosure, or for the failure to give any notice required under this Act if reasonable care is taken to give the required notice." While this provision provides some protection to employees it only does so when the employee has been authorized to disclose information under the Act.

In order to meet these conditions it is necessary for all employees to understand their responsibilities and for management to have established the systems and procedures for responding to access to information requests.

Access to Information

Access Register

The Access to Information Act requires the government to produce a series of publications, bulletins, forms and brochures to assist the public in exercising their rights under the Act.

The major publication under the Access to Information Act is the Access Register. It is organized in chapters, one for each federal institution and any related agencies. Each chapter contains:

- (a) a description of the organization and responsibilities of the institution including details on the programs and functions of each division or branch;
- (b) a description of all classes of records under the control of the institution in sufficient detail to facilitate the exercise of the right of access under the Act;
- (c) a description of all manuals used by employees for the purpose of carrying out any program or activity; and
- (d) the title and address of the appropriate officer to whom requests for access to records should be sent.

The Access Register is available in public libraries and government information offices in major population centres and in some 2,000 postal stations in rural areas.



Government of Canada
Gouvernement du Canada

Access to Information Act

Access to Information Request Form

For official use only

This form is required to request *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office.

STEP 1: Decide exactly what information you want — You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

STEP 2: Consult the Access Register — The Register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: Ask for assistance if necessary — If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

STEP 4: Complete this Request Form, providing as many specific details as you can about the desired records, such as:

- subject, title, author and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: Send in the completed Request Form with an application fee of \$5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Institution

Description of Record and Subject Topic of Interest (see step 4)

SPECIMEN

Class of record, number and title (consult Access Register — see step 2)

Method of access preferred

- ☐ Receive copies of the original
 ☐ Examine original in government office
 ☐ Other method (please specify)

Identification of applicant

Name

Street address, apartment

City or town

Province, territory or other

Postal Code

Telephone number(s)

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature

Date

Access to Information

Government Institutions

Departments and Ministries of State

Department of Agriculture
Ottawa, Ontario K1A 0C5

Department of Communications
Ottawa, Ontario K1A 0C8

Department of Consumer and
Corporate Affairs
Ottawa, Ontario K1A 0C9

Ministry of State for Economic
Development
Ottawa, Ontario K1A 1E7

Department of Employment
and Immigration
Ottawa, Ontario K1A 0J9

Department of Energy, Mines
and Resources
Ottawa, Ontario K1A 0E4

Department of the Environment
Ottawa, Ontario K1A 0H3

Department of External Affairs
Ottawa, Ontario K1A 0G2

Department of Finance
Ottawa, Ontario K1A 0G5

Department of Fisheries and Oceans
Ottawa, Ontario K1A 0E6

Department of Indian Affairs and
Northern Development
Ottawa, Ontario K1A 0H4

Department of Industry, Trade
and Commerce
Ottawa, Ontario K1A 0H5

Department of Insurance
Ottawa, Ontario K1A 0H2

Department of Justice
Ottawa, Ontario K1A 0H8

Department of Labour
Ottawa, Ontario K1A 0J2

Department of National Defence
Ottawa, Ontario K1A 0A6

Department of National Health
and Welfare
Ottawa, Ontario K1A 0K9

Department of National Revenue
Ottawa, Ontario K1A 0L5

Department of Public Works
Ottawa, Ontario K1A 0P6

Department of Regional Economic
Expansion
Ottawa, Ontario K1A 0M4

Ministry of State for Science
and Technology
Ottawa, Ontario K1A 1A1

Department of the Secretary of State
Ottawa, Ontario K1A 0M5

Ministry of State for Social
Development
Ottawa, Ontario K1A 1G3

Department of the Solicitor General
Ottawa, Ontario K1A 0P8

Department of Supply and Services
Ottawa, Ontario K1A 0S5

Department of Transport
Ottawa, Ontario K1A 0N5

Department of Veterans Affairs
Ottawa, Ontario K1A 0P4

Other Government Institutions

Advisory Council on the Status
of Women
Ottawa, Ontario K1P 5H1

Agricultural Products Board
Ottawa, Ontario K1A 0C5

Agricultural Stabilization Board
Ottawa, Ontario K1A 0C5

Anti-Dumping Tribunal
Ottawa, Ontario K1A 0G5

Atlantic Development Council
St. John's, Newfoundland A1A 1N5

Atlantic Pilotage Authority
Halifax, Nova Scotia B3J 1M5

Atomic Energy Control Board
Ottawa, Ontario K1P 5S9

Bank of Canada
Ottawa, Ontario K1A 0G9

Bilingual Districts Advisory Board
Ottawa, Ontario K1A 0M5

Board of Trustees of the Queen
Elizabeth II Canadian Fund
to Aid in Research on the
Diseases of Children
Ottawa, Ontario K1A 0W9

Bureau of Pension Advocates
Ottawa, Ontario K1A 0P4

Canada Council
Ottawa, Ontario K1P 5V8

Canada Deposit Insurance Corporation
Ottawa, Ontario K1P 5W5

Canada Employment and Immigration
Commission
Ottawa, Ontario K1A 0J9

Canada Labour Relations Board
Ottawa, Ontario K1A 0X8

Canada Mortgage and Housing Corporation
Ottawa, Ontario K2C 3K5

Canadian Centre for Occupational
Health and Safety
Hamilton, Ontario L8N 1H6

Canadian Commercial Corporation
Ottawa, Ontario K1A 1E9

Canadian Cultural Property Export
Review Board
Ottawa, Ontario K1A 0C8

Canadian Dairy Commission
Ottawa, Ontario K1A 0Z2

Canadian Film Development Corporation
Montreal, Quebec H4Z 1A8

Canadian Forces
Ottawa, Ontario K1A 0A6

Canadian Government Specifications
Board
Ottawa, Ontario K1A 1H2

Canadian Grain Commission
Winnipeg, Manitoba R3C 1B2

Canadian Human Rights Commission
Ottawa, Ontario K1A 1E1

Canadian International Development
Agency
Ottawa, Ontario K1A 0G2

Canadian Livestock Feed Board
Montreal, Quebec H3X 3J4

Canadian Penitentiary Service
Ottawa, Ontario K1A 0P9

Canadian Pension Commission
Ottawa, Ontario K1A 0P4

Canadian Radio-television and
Telecommunications Commission
Ottawa, Ontario K1A 0N2

Canadian Saltfish Corporation
Ottawa, Ontario K1A 0E6

Canadian Transport Commission
Ottawa, Ontario K1A 0N9

Canadian Unity Information Office
Ottawa, Ontario K1P 6G6

Crown Assets Disposal Corporation
Ottawa, Ontario K1G 3J8

Defence Construction (1951) Limited
Ottawa, Ontario K1A 0K3

The Director of Soldier Settlement
Ottawa, Ontario K1A 0P4

The Director, The Veterans' Land Act
Ottawa, Ontario K1A 0P4

Economic Council of Canada
Ottawa, Ontario K1P 5V6

Energy Supplies Allocation Board
Ottawa, Ontario K1A 0E4

Farm Credit Corporation
Ottawa, Ontario K1P 6J9

Federal Business Development Bank
Montreal, Quebec H2Z 1R1

Federal Mortgage Exchange Corporation
Ottawa, Ontario K1A 0M2

Federal-Provincial Relations Office
Ottawa, Ontario K1A 0A3

Fisheries Prices Support Board
Ottawa, Ontario K1A 0E6

The Fisheries Research Board of Canada
Ottawa, Ontario K1A 0E6

Foreign Investment Review Agency
Ottawa, Ontario K1P 6A5

Freshwater Fish Marketing Corporation
Winnipeg, Manitoba R2C 3L4

Great Lakes Pilotage Authority, Ltd.
Cornwall, Ontario K6H 5R9

Historic Sites and Monuments Board
of Canada
Ottawa, Ontario K1C 1C7

Immigration Appeal Board
Ottawa, Ontario K1A 0K1

International Development Research Centre
Ottawa, Ontario K1G 3H9

Laurentian Pilotage Authority
Montreal, Quebec H2Z 1S8

Law Reform Commission of Canada
Ottawa, Ontario K1A 0L6

Medical Research Council
Ottawa, Ontario K1A 0W9

Merchant Seamen Compensation Board
Ottawa, Ontario K1A 0J2

Metric Commission
Ottawa, Ontario K1A 0C9

The National Battlefields Commission
Quebec, Quebec G1R 2L7

National Capital Commission
Ottawa, Ontario K1P 6J6

National Design Council
Ottawa, Ontario K1A 0H5

National Energy Board
Ottawa, Ontario K1A 0E5

National Farm Products Marketing
Council
Ottawa, Ontario K1R 7S3

National Film Board
Ottawa, Ontario K1A 0M9

National Harbours Board
Ottawa, Ontario K1A 0N6

National Library
Ottawa, Ontario K1A 0N4

National Museums of Canada
Ottawa, Ontario K1A 0M8

National Parole Board
Ottawa, Ontario K1A 0R1

National Parole Service
Ottawa, Ontario K1A 0P9

National Research Council of Canada
Ottawa, Ontario K1A 0R6

Natural Sciences and Engineering
Research Council
Ottawa, Ontario K1A 0R6

Northern Canada Power Commission
Edmonton, Alberta T6C 4J8

Northern Pipeline Agency
Ottawa, Ontario K1P 5G4

Northwest Territories Water Board
Yellowknife, Northwest Territories
X1A 2R3

Office of the Comptroller General
Ottawa, Ontario K1A 1E4

Office of the Co-ordinator,
Status of Women
Ottawa, Ontario K1A 1C3

Office of the Correctional Investigator
Ottawa, Ontario K1P 5W5

Office of the Custodian of Enemy Property
Ottawa, Ontario K1A 0S5

Pacific Pilotage Authority
Vancouver, British Columbia V6E 2T9

Pension Appeals Board
Ottawa, Ontario K1G 3H9

Pension Review Board
Ottawa, Ontario K1A 0P4

Petroleum Compensation Board
Ottawa, Ontario K1A 0E4

Petroleum Monitoring Agency
Ottawa, Ontario K1A 0E4

Prairie Farm Assistance Administration
Ottawa, Ontario K1A 0C5

Prairie Farm Rehabilitation
Administration
Ottawa, Ontario K1A 0H5

Privy Council Office
Ottawa, Ontario K1A 0A3

Public Archives
Ottawa, Ontario K1A 0N3

Public Service Commission
Ottawa, Ontario K1A 0M7